

## Search Advisory Committee Training

### Training course

To help Minnesota State close educational equity gaps across race, ethnicity, and socioeconomic status at every Minnesota State college and university, we must be both a role model of inclusion and utilize an equitable and inclusive search process to recruit faculty, staff, and administrators that are more diverse than they are today.

All employees and community members who serve on a search advisory committee are expected to complete the two-unit, online training course Search Advisory Committee Training for Minnesota State:

- **Unit 1: Introduction to the Search Advisory Committee.** Roles and responsibilities for serving on a search advisory committee. Processes and actions to ensure an effective and inclusive search (20 min.)
- **Unit 2: Unconscious Bias in the Search Process.** Strategies to recognize and mitigate the impact of unconscious bias on the search process (30 min.)

### Register

#### Employees

1. Login to the [State of Minnesota Self-Service site](#).
2. Select the Learning Management tile.
3. Search for "search advisory committee" in the Find Learning tile.
4. Select Launch to enroll and complete the course.
5. See pages 3-4 of the [Learning Management enrollment guide](#) for more help.

#### Access for nonemployees

Some search committees include nonemployees who do not have access to ELM. They can complete the training using the links on our [Working at Minnesota State/Professional Development public web page](#). Choose the Nonemployee and New Hire drop-down menu.

### Where search committee members can find information

For employee members: [HR Connect / Search Advisory Committee Training](#)

For nonemployees members: [Working at Minnesota State/Professional Development public web page](#)